

Wyoming SAGE System of Care UPLIFT Contract Deliverables – FY09

Contract Responsibilities	Tasks/Activities	Deliverables/Outcomes
1. Serve as a lead community agency in implementing the Wyoming SAGE System of Care as stated in the federal guidelines.	<ul style="list-style-type: none"> Establish or strengthen existing UPLIFT regional office in each of the SAGE Pilot Site regions Participate on local SAGE Steering Committees Collaborate with other community agencies to develop an interagency system of care for children and their families 	<ul style="list-style-type: none"> UPLIFT regional offices in Cheyenne, Laramie, Jackson, Buffalo, Casper, and Riverton will be strengthened and maintained to serve families in their respective regions. Family voice and active participation will be evidenced in all community SAGE Steering Committees as measured by GPRA measures of family involvement on councils and committees.
2. Provide services under the direction and in cooperation with the Mental Health Division (MHSASD) of the Wyoming Department of Health.	<ul style="list-style-type: none"> Collaborate with MHSASD staff assigned to the SAGE System of Care to ensure key program tasks are accomplished Weekly communication with MHSASD SAGE project staff regarding all SAGE activities 	<ul style="list-style-type: none"> All responsibilities of UPLIFT's contract will be implemented within the proposed timeframe under the direction of the MHSASD SAGE project staff. All fiscal and program progress reports relating to activities of UPLIFT's contract will be submitted in a timely fashion.
3. Ensure full participation of families and youth in the coordination and implementation of all aspects of the Wyoming SAGE System of Care.	<ul style="list-style-type: none"> Hire, train and supervise members of the SAGE Grant Team that directly relate to UPLIFT's contract including Lead Family Contact, Youth Coordinator, Cultural/Linguistic Competency Coordinator, TA Support, and Clerical Support. This will include participation by family members and direction of activities by the family organization. Issue and monitor subcontract to fulfill federally required activities of the Wyoming SAGE System of Care. This ensures input and direction of these activities by the family organization. Hire, train and supervise family members to work in UPLIFT regional offices. Implement Family-Driven training in each of the SAGE Pilot Site communities Implement Family Leadership Academy trainings in the pilot sites 	<ul style="list-style-type: none"> Majority of UPLIFT staff members will be family members and youth as measured by UPLIFT personnel records Increased number of family members and youth are empowered to advocate for mental health services and supports as measured by UPLIFT Workshop Evaluations and Family Feedback Forms Families and youth build skills to participate in decision making groups as measured by UPLIFT workshop evaluations and family feedback forms Families and youth understand system of care principles as measured by Family-Driven training evaluations. 10 family members will be trained through the Family Leadership Academy as measured by registration and sign in sheets.

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	<ul style="list-style-type: none"> Implement family and youth support and training activities 	<ul style="list-style-type: none"> Increased number of family members and youth participate on community SAGE Steering Committees as measured by committee member roster. Family and youth representation on the SAGE Committees as measured by team member rosters. Lead Family Contact provides input on SAGE budget and funding strategies.
4. Provide staff time and effort for the following project staff positions: Lead Family Contact, Youth Coordinator, and Cultural and Linguistic Competency Coordinator.	<ul style="list-style-type: none"> Hire, train and supervise project staff for each of these positions. Provide training and supervisory support for these positions. Implement project tasks prescribed by TA Resources Guide in relation to each of these positions 	<ul style="list-style-type: none"> Lead Family Contact: Peggy Nikkel Youth Coordinator: Amber Reagan Cultural/Linguistic Competency Coordinator: Emily Adams Personnel Supervisor: Kim Conner All project staff complete project tasks in a timely fashion and consistent with system of care values and principles
5. Provide staff time and effort to assist with TA and Clerical Support on project activities.	<ul style="list-style-type: none"> UPLIFT support staff assist with clerical tasks to support project activities UPLIFT TA Support staff assist with logistical arrangements for technical assistance (TA) activities and events. 	<ul style="list-style-type: none"> TA Support: Kathy Williams Clerical Support: Dianne Feeler TA & Clerical support is sufficient to ensure smooth implementation of all SAGE tasks
6. Provide staff time and effort for family outreach and support activities to families in all regions of the state, including outreach, engagement, support, advocacy, information, and referral.	<ul style="list-style-type: none"> Implement UPLIFT family support activities in all regions of the state regardless of SAGE involvement. Family Support Specialists will mentor family members and youth to become effective advocates for their own care and service needs thus moving to a more family-driven and youth-guided system of care Serve as Family Care Coordinators as requested Provide training and supervisory support for these positions. 	<ul style="list-style-type: none"> Families of children with or at risk of emotional disorders receive support, education, advocacy, information and referral services regardless of where they live as measured by UPLIFT Tally Sheet and Client Database Families increase skills to serve as an advocate for their child as measured by UPLIFT Family Feedback Form Families are supported to raise their child in their own community as measured by UPLIFT Family Feedback Form Families reduce level of stress through

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		<p>development of new skills and sense of support as measured by UPLIFT Family Feedback Form.</p> <ul style="list-style-type: none"> ▪ All UPLIFT Family Support Specialists and Care Coordinators will be certified through the <i>Hats On</i> training. ▪ Staff members receive appropriate training and supervision to conduct their work with families with integrity and in keeping with system of care values and principles as measured by skills assessments and annual performance appraisals.
7. Provide financial & auditing services necessary to administer and monitor SAGE funds under the UPLIFT contract.	<ul style="list-style-type: none"> ▪ Hire, train and supervise accountant/bookkeeper. ▪ Implement all invoicing procedures sufficient to draw funds and pay project staff and vendors. ▪ Provide monthly financial reports to show income and expenses of the SAGE contract. ▪ Conduct annual audit in compliance with federal A-133 auditing guidelines. 	<ul style="list-style-type: none"> ▪ Current financial reports developed showing actual income and expenses in comparison to budgeted income and expenses on the SAGE contract. ▪ Financial reports submitted to the MHSASD in keeping with reporting schedule. ▪ All project staff and vendors are paid in a timely fashion. ▪ Annual audit conducted as measured by completed audit report which will be submitted to MHSASD.
8. Plan and coordinate statewide Governor's Round Table on Children's Mental Health.	<ul style="list-style-type: none"> ▪ Convene a conference planning committee ▪ Engage speakers ▪ Develop brochures ▪ Establish hotel contract and meeting facilities ▪ Conduct registration ▪ Prepare conference handouts and materials for participants ▪ Arrange for CEU credits ▪ Provide scholarships & travel supports for parents and youth 	<ul style="list-style-type: none"> ▪ Conduct Governor's Round Table on Children's Mental Health, November 5-6, 2008 as measured by conference registration and materials developed. ▪ Conference participants learn new skills and build their capacity to address children's mental health needs as measured by conference evaluation forms.
9. Provide family stakeholder input and support to foster successful implementation of system of care values and principles throughout the project.	<ul style="list-style-type: none"> ▪ Provide training to family members and youth to build their skills for successful participation in all system of care activities ▪ Family-Driven curriculum developed by the National Federation of Families for Children's 	<ul style="list-style-type: none"> ▪ Family stakeholder input throughout the Wyoming SAGE System of Care as measured by committee rosters and meeting minutes ▪ Family and youth input into activities as measured by Family/Youth Support Group

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	<p>Mental Health will be implemented in each SAGE Pilot Site</p> <ul style="list-style-type: none"> ▪ Wyoming trainers from the Family Leadership Academy will implement trainings in each of the pilot sites ▪ Family members and youth will be invited to participate in SAGE activities ▪ Family and youth support activities implemented in SAGE Pilot Sites ▪ Family members and youth will serve as representatives on local, regional and state councils and committees addressing children's mental health issues. 	<p>Report Forms and Support Group Evaluation Forms</p> <ul style="list-style-type: none"> ▪ Increased family and youth participation on committees and councils as measured by GPRA data.
10. Provide participation stipends to parent and youth participants in project activities.	<ul style="list-style-type: none"> ▪ Provide cash stipends to parents and youth participating in SAGE activities ▪ Assist with travel arrangements for parent and youth participants as needed ▪ Assist with respite and child care for parent participants as needed 	<ul style="list-style-type: none"> ▪ Parent and youth participants are compensated for time invested in SAGE activities as measured by financial reports and Stipend Request Forms ▪ Parent and youth participation in activities as measured by workshop registration, meeting minutes, sign-in sheets or committee rosters.
11. Provide flexible funds to support families through requested services.	<ul style="list-style-type: none"> ▪ Families being served through the Wyoming SAGE System of Care can request financial support for recommended services/supports that are not reimbursable by any other funding source. ▪ SAGE Grant Team reviews requests in a timely fashion to determine eligibility based on need and funds available 	<ul style="list-style-type: none"> ▪ Families and children have their mental health needs met through supplemental supports and services as measured by quarterly report of flexible funding requests
12. Provide support services to include travel expenses, supplies, communications, printing, postage, liability insurance, fiscal administration, and other costs directly related to project activities.	<ul style="list-style-type: none"> ▪ SAGE funds will be used to cover all allowable expenses to support project activities and general administration of these activities 	<ul style="list-style-type: none"> ▪ SAGE funds are used in compliance with federal and state guidelines and approved budgets to support SAGE project activities and administration as measured by quarterly financial reports and annual audit
13. Provide SAGE and Photovoice informational activities to the public.	<ul style="list-style-type: none"> ▪ SAGE and Photovoice information will be circulated and routinely updated for the public. 	<ul style="list-style-type: none"> ▪ SAGE and Photovoice: provide accurate and timely information to stakeholders.

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	information	
14. Provide video recording services for SAGE training events as requested	<ul style="list-style-type: none"> Secure videographer for training events as requested 	<ul style="list-style-type: none"> Video/DVD is available for SAGE trainings
15. Issue and monitor the subcontract for Photovoice	<ul style="list-style-type: none"> Contract with Dr. Kent Becker for consulting services to coordinate and implement Photovoice activities Provide compensation for part time Photovoice assistants Family and youth voice collected through Photovoice activities 	<ul style="list-style-type: none"> Signed contract between UPLIFT and Dr. Becker for Photovoice consultation Appropriate use of funds measured by monthly invoices for services and quarterly budget to actual financial reports Quarterly reports provide data on Photovoice activities and products developed
16. Issue and monitor the subcontract for Project Evaluation.	<ul style="list-style-type: none"> Contract with the Wyoming Institute for Disabilities at the University of Wyoming to implement all the tasks of the SAGE evaluation Monitor contract compliance with all tasks listed below: <ul style="list-style-type: none"> Implement all activities of the National Evaluation for the Child Mental Health Initiative Conduct the Outcome Study with children and families enrolled in SAGE services in the Pilot Site communities Conduct baseline Community Readiness assessments for all SAGE Pilot Sites Conduct follow-up Community Readiness assessments for all SAGE Pilot Sites Conduct periodic community process assessments Collect data to submit for national cost study Evaluation team members will serve as members of the SAGE Grant Team 	<ul style="list-style-type: none"> Signed contract between UPLIFT and WIND for evaluation services for the Wyoming SAGE System of Care Appropriate use of funds measured by monthly invoices for services and quarterly budget to actual financial reports Collection and entry of all data required by the National Evaluation as measured by quarterly progress report Enrollment of children and families in Outcome Study and implementation of all data protocols related to this study. Enrollment and data collection reported on quarterly progress report Implementation of Community Readiness baseline and follow-up assessments of SAGE Pilot Sites as measured by narrative reports of each local assessment Cost Study data will be reported on quarterly progress report SAGE Grant Team participation measured by meeting minutes Long term measures to be collected from data across the course of this initiative. Baseline data will be collected first to compare outcomes on the following measures: <ol style="list-style-type: none"> increase in number of children receiving services increase in percentage of children attending

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		school more than 75% of the time 3. increase in percentage of children with no law enforcement contacts 4. decrease utilization of inpatient facilities 5. decrease inpatient costs
17. Provide data for required financial and outcome reports as requested.	<ul style="list-style-type: none"> Collaborate with MHSASD project staff to ensure collection of all required data related to SAGE. 	<ul style="list-style-type: none"> Compliance with all state and federal progress and financial reports as measured by timely submittal of requested reports
18. Ensure that project activities are sustained during the fiscal year changeover.	<ul style="list-style-type: none"> Manage funds to support SAGE activities during the fiscal year changeover 	<ul style="list-style-type: none"> Funding available for SAGE activities through fiscal year changeover as measured by financial reports